



**DEPARTMENT OF THE ARMY**  
**OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY**  
**ACQUISITION LOGISTICS AND TECHNOLOGY**  
**103 ARMY PENTAGON**  
**WASHINGTON, DC 20310-0103**

SFAE-ASC

18 November 2025

**MEMORANDUM FOR ARMY ACQUISITION WORKFORCE PROFESSIONALS**

**SUBJECT: Army Acquisition Tuition Assistance Program (ATAP) Policy and Procedures**

**1. References.**

a. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE-ASC memorandum (Army Acquisition Tuition Assistance Program (ATAP) Policy), 2 June 2022 – hereby superseded.

b. Assistant Secretary of the Army (Acquisition, Logistics, and Technology), SFAE memorandum (Defense Acquisition University Training Policy), 24 July 2024.

c. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Sections 1701-1764, Defense Acquisition Workforce Improvement Act of 1990, as amended (DAWIA II).

**2. Purpose.** This memorandum establishes policy and procedures for participation in the Army Acquisition Tuition Assistance Program (ATAP) and outlines the application and selection process. It supersedes reference 1.a.

**3. Applicability.** This policy applies to Army Acquisition Workforce (AAW) civilians and Military Occupational Specialty 51 Contracting (51C) Non-Commissioned Officers (NCOs). All guidelines and instructions in this memorandum must be followed. Failure to comply may result in non-selection or removal from the program.

**4. Program Information.**

a. ATAP is a tuition assistance program that provides funding to AAW civilians and 51C NCOs towards the below educational pursuits. The main intent and priority of ATAP is to fund courses needed to earn a bachelor's or master's degree; however, ATAP may also be used to fund individual courses.

1) Courses toward a bachelor's degree,

2) Courses toward a first or second master's degree, or

3) Individual college courses that are not part of a degree (required documentation must show non-declared major).

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b. ATAP will fund, within limits, the cost of tuition and applicable laboratory and technology fees for courses towards academic disciplines, majors, or concentrations (hereafter referred to as programs of study). Courses and programs of study must be technical, acquisition or business-related. The Army Director, Acquisition Career Management (DACM) Office's ATAP Program Manager (PM) will consider any course by reviewing each course description and will consider any program of study by reviewing each program description.

c. Courses must be taken during non-duty hours unless approved by the participant's supervisor. Full or part-time participants may attend a regionally or nationally accredited educational institution of their choice. Applicants approved to participate in the program are in the ATAP until they complete their individual college course(s) or degree requirements or are administratively removed.

d. The DACM Office manages the administration of ATAP for the Army acquisition community and posts the annual program announcement no later than the end of the third quarter of each fiscal year (FY). Specific eligibility requirements and the application process are outlined in each ATAP announcement.

#### 5. Responsibilities.

##### a. Army DACM.

1) Provides oversight of the program announcement, pre-selection criteria, and selection process.

2) Centrally funds tuition, laboratory and technology fees for ATAP participants.

3) Serves as the final approval authority for AAW civilians and 51C NCOs to participate in the program.

##### b. Army DACM Office ATAP PM.

1) Develops, issues and implements the ATAP Policy.

2) Publishes the ATAP announcement on the U.S. Army Acquisition Support Center (USAASC) Army DACM Office website at <https://asc.army.mil/web/career-development/programs/acquisition-tuition-assistance-program/>.

3) Coordinates with the Acquisition Career Management Advocates (ACMAs) and Organization Acquisition Points of Contact (OAPs) to ensure widest dissemination of the ATAP Policy and annual announcement.

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4) Provides guidance to applicants on the submission of their ATAP application in the Army Acquisition Professional Development System (AAPDS), which is located within the Career Acquisition Personnel and Position Management Information System (CAPPMIS). CAPPMIS is part of the Career Acquisition Management Portal (CAMP) (<https://apps.asc.army.mil/camp/>).

5) Reviews applications and determines eligibility of ATAP applicants.

6) Plans, organizes, and conducts the ATAP selection process.

7) Compiles the application data, develops the Order of Merit List (OML), briefs the DACM on results from the announcement and obtains DACM approval of OML.

8) Notifies applicants of the approval or disapproval status of their applications.

9) Manages the ATAP budget and processes all requests for tuition assistance.

10) Tracks the progress of each ATAP participant by ensuring minimum grade requirements in each class ("B" for graduate level or "C" for undergraduate level courses) are maintained using unofficial copies of participant's academic transcripts.

11) Reviews submitted Standard Form 182 (SF182) (Authorization, Agreement and Certification of Training) for accuracy and approval for funding.

12) Forwards submitted SF182s to USAASC G-8 to apply funding cite.

13) Reviews accuracy of invoices and initiates the billing process on ATAP funded courses for each ATAP participant.

14) Submits copies of invoices and SF182s to USAASC G-8 to initiate the next step of the billing process using the current billing system.

15) Updates funded SF182 spreadsheet with the purchase order and purchase request numbers.

16) Requests receipt of outstanding invoices and grades from each ATAP participant.

c. USAASC, G-8.

1) Enters funding cite on each submitted SF182. Returns the SF182 to the participant via CAPPMIS within seven working days of receipt.

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2) Processes SF182s and invoices to the Defense Finance and Accounting System for disbursement of payment to appropriate universities.

3) Provides Miscellaneous Pay Order numbers to the ATAP PM.

d. Participant's Organization/Supervisor.

1) Reads and familiarizes themselves with the ATAP Policy.

2) Ensures courses funded by ATAP are correctly included on each employee's Individual Development Plan (IDP), in accordance with specific instructions in the posted announcement. CAPPMS is the official database of record for the AAW and the IDP.

3) Approves Continuous Learning Points earned from completed courses by documenting participant's IDP after completion of each course.

4) Notifies the ATAP PM immediately when a change in employment or acquisition workforce status no longer qualifies their employee to participate in ATAP.

5) Notifies and provides each civilian participant's Civilian Human Resources Service Center (CHRSC) with a copy of the completed Continued Service Agreement (CSA) for entry into the appropriate official personnel management file. Please see paragraph 9 for more information on CSAs.

6) Notifies and provides each enlisted participant's Organizational S-1/G-1 with a copy of the completed CSA for entry into the NCO's Official Military Personnel File and any other appropriate military files. Please see paragraph 9 for more information on CSAs.

7) Informs the ATAP PM and the organization's supporting CHRSC immediately if a participant will fail to fulfill their CSA service obligation.

8) Notifies the new supervisor, if a change in supervisor occurs, that there is a service obligation in effect for the AAW civilian or NCO.

e. ATAP Participant.

1) Reads the ATAP Policy and familiarizes themselves with the applicable aspects of the program.

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2) Ensures a current and active supervisor is listed in CAPPMS. The ATAP PM cannot approve an SF182 generated in AAPDS for funding without an active supervisor identified in CAPPMS.

3) Ensures their email address and contact number are correct in CAPPMS.

4) Ensures all appropriate courses for ATAP funding are annotated in the planned/education section of their IDP.

5) Ensures each course for ATAP funding generates from the IDP into the CAPPMS AAPDS Student Module.

6) Selects technical, acquisition or business-related approved programs of study for ATAP funding. ATAP participants must coordinate with the ATAP PM before making any changes to their program of study or individual courses.

7) Provides accurate FY budget information to the ATAP PM for each FY they are in the program. Funding in subsequent FYs may be reduced or terminated if funding in the current FY has not been fully executed. Participants are responsible for costs that exceed established funding limits.

8) Completes, at a minimum, one class per quarter or semester. Participants may take more than one course per quarter or semester depending on their workload.

9) Generates an accurately completed SF182 in AAPDS at least 30 days prior to the course start date.

10) Completes all courses with at least a grade of "B" in each graduate course and at least a "C" in each undergraduate course or individual courses that are not towards a degree.

11) Provides final course grades to the ATAP PM within two weeks of course completion.

12) Ensures the exact tuition amount, not to exceed the funding limits, is indicated on the SF182.

13) Notifies the ATAP PM if the start and/or end dates on the SF182 are different from the actual start and/or end dates of a course completed or a course presently enrolled.

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14) Ensures first and second level supervisors are informed in a timely manner of any academic or other challenges that might interfere with success in the program. Each participant must ensure planned/enrolled course(s) in AAPDS are accurate at all times by keeping their IDP updated.

15) Provides appropriate substitute courses to the ATAP PM prior to the new course start date, prior to enrolling in the course and/or generating a SF182 in CAPPMS when planned courses are canceled, unavailable, or conflicts with other courses. Appropriate substitutes must be added to the IDP and ATAP must be selected as the funding source. Failure to provide appropriate substitutes, notify the ATAP PM, or secure ATAP funding prior to the course start date may result in insufficient or no funds for a course.

16) Notifies the ATAP PM immediately when a change in employment or AAW status no longer qualifies the employee to participate in the program or if acceptance into another training opportunity will interfere with their participation. Notifies the ATAP PM of any position changes (examples include but are not limited to promotion, retirement, separation or resignation from federal service, transfer to another acquisition-coded position within the DoD, or transfer to a position outside of the DoD).

17) Notifies the ATAP PM immediately upon completing the program, when funds are no longer required, or available funds will not be exhausted by the end of the current FY.

#### 6. Eligibility.

a. AAW civilians and NCOs must meet eligibility requirements, as identified in the current ATAP announcement, at the time of application. They must maintain eligibility requirements while in the program or risk removal from the program.

b. AAW civilians and NCOs must meet the certification level required for their current position and Acquisition Functional Area or be within their certification grace period as identified on their IDP.

c. AAW civilians must be coded as "1-Permanent – Tenure Group 1" in the Defense Civilian Personnel Data System, except as indicated below.

1) Per Section 1109, of the FY16 National Defense Authorization Act (NDAA) and Section 11.A.3.f., Volume 82 of Federal Register 43339, eligibility to participate in the ATAP is extended to flexible length and renewable term technical appointment employees in the Department of Defense (DoD) laboratories designated as Science and Technology Reinvention Laboratories (STRs). Term employees not appointed under Section 1109, FY16 NDAA are not eligible to apply to ATAP.

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2) To validate the AAW civilian's status, the supervisor must email the most recent copy of the AAW civilian's SF50 to the ATAP PM. Block 45 (Remarks) of the Standard Form 50 (SF50) (Notification of Personnel Action) must state "Per Section 1109, of the FY16 NDAA and Section 11.A.3.f., Volume 82 of Federal Register 43339." The SF50 must also show Tenure 3 to confirm that they are serving as a flexible length or renewable term technical appointment employee in a DoD laboratory designated as STRL. Tenure status is indicated in Block 24 (Tenure) of the SF50. Tenure 3 applicants must have enough time in the term position, as outlined on their most recent SF50 in Block 5-B (Nature of Action), to fulfill the CSA service obligation. STRL employees must meet all other ATAP eligibility requirements. The ATAP PM will review the SF50 and respond accordingly.

## 7. Educational Institutions.

a. Funding under the ATAP supports educational pursuits through any schools and programs of study that are nationally or regionally accredited by the U.S. Department of Education. The Database of Accredited Postsecondary Institutions and Programs is located at <http://ope.ed.gov/accreditation/Search.aspx>.

b. ATAP will fund other modes of learning (such as, but not limited to, courses conducted online, via television, satellite, asynchronous), if the courses are included in the program of study and they are part of the school's alternate modes of training.

c. ATAP will fund the College-Level Examination Program and Defense Activity for Nontraditional Education Support (CLEP/DANTES). Participants may be required to provide documentation of actual course requirements if the legitimacy of a course is questioned.

d. Participants may not change their program of study or educational institution after approval to participate in ATAP.

## 8. Application Process.

a. The ATAP application is an automated process using AAPDS. Instructions for accessing AAPDS will be contained in the program announcement.

b. Once logged into CAPPMS, applicants must complete their application in accordance with the instructions in the announcement. Applicants may only submit one application per announcement.

c. It is imperative that each applicant informs both their first and second level supervisors that they are applying for ATAP. Alerting the supervisors is important

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because each supervisor must evaluate and approve the employee's application in AAPDS no later than the closing date of the announcement. The second level supervisor must submit approval of the application in AAPDS for the application to be routed to the ATAP PM.

d. The first level supervisor must evaluate the application and click the "submit" button to route the application to the second level supervisor. The applicant and first level supervisor are responsible for ensuring the second level supervisor is available to evaluate the application in AAPDS prior to the first level supervisor clicking the "submit" button to the second level supervisor. This action is important because if the second level supervisor is not available to evaluate an application, the application will remain with the second level supervisor and will not be routed to the ATAP PM. As a result, the application will not be considered for selection.

e. The first level supervisor has the capability within AAPDS to change an unavailable second level supervisor to a supervisor who is available, to keep the application moving through the application process. This capability is only available to the first level supervisor.

f. The ATAP PM will review and approve completed applications for consideration of funding. An application is completed when the applicant has submitted it in accordance with the instructions detailed in the current announcement and after both first and second level supervisors approved the application in AAPDS.

#### 9. Continued Service Agreement (CSA).

a. Applicants must complete a CSA as part of the application process. Applicants will be denied the opportunity to have their application accepted if they fail to complete a CSA as part of their application process.

b. Supervisors will ensure their applicant reads, understands, and signs the CSA before submitting their ATAP application. A copy of the completed CSA will be maintained in the organization's case file. Each participant is in full pay status while participating in the program.

c. Supervisors at all levels are charged to protect the Federal Government's interests should a participant fail to fulfill their CSA obligations. Each participant's supervisor, or a designated official, will review the status and circumstances of each unexpired CSA. Supervisors must contact the appropriate CHRSC and the ATAP PM immediately if it appears that their employee's service agreement will not be fulfilled.



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d. Applicants agree that, upon completion of the training received, they will fulfill the period of obligation or reimburse the Federal Government, whichever is applicable. Each applicant will indicate the period of obligated service on the CSA, based upon the projected curriculum provided at the time of application submission.

e. Each applicant acknowledges that the CSA does not, in any way, commit the Federal Government to continue their employment. Applicants agree that they understand if there is a transfer of the period of obligated service portion of CSA within the DoD (i.e. Army, Navy, Air Force, or Marines), the period of obligated service on the CSA remains in effect until the period of obligated service has been fulfilled at that new DoD agency.

f. Each applicant acknowledges that they understand and agree if they leave the DoD prior to fulfilling the required period of obligated service, they will be held liable to reimburse the Federal Government for cost of tuition, lab and technology fees provided on their behalf (excluding salary) in connection with the training received.

g. Applicants acknowledge they understand that any amounts, which may be due to the Federal Government because of any failure on their part to fulfill the terms of the CSA, may be recovered by such methods as approved by law.

h. The period of obligated service for both AAW civilians and NCOs is based on the total number of ATAP funded courses, as shown in the table below. The period of obligated service begins the day after the ending date of the last SF182 funded by ATAP. It is therefore very important that the ending dates on each SF182 are accurate. The period of obligated service identified with the original service agreement will be reviewed and updated to reflect current obligations at the time of completing the program.

TOTAL NUMBER OF ATAP FUNDED COURSES			
TOTAL NUMBER OF COURSES	1 to 6	7 to 12	13 or more
REQUIRED SERVICE OBLIGATION	12 months	24 months	36 months

i. Participants who *leave* the DoD before completing the period of obligated service agree to provide the supporting CHRSC of the losing agency at least ten working days of advance notice. During this timeframe, the DACM Office will determine reimbursement obligations and advise the losing agency prior to departure to the non-DoD gaining agency.

j. Participants who *transfer* to another DoD agency before completing the period of obligated service must provide a copy of the CSA to the gaining agency's CHRSC. The gaining agency must enforce the period of obligated service. A copy of the CSA must

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be placed in the employee's official personnel file of the new agency. Employees must also provide a copy of the CSA to their new supervisor. Employees will be removed from ATAP and are no longer eligible to receive ATAP funding.

#### 10. Selection Process.

a. All applications are scored based on predetermined criteria based on data in an applicant's Acquisition Career Record Brief (ACRB), using an approved word picture and scoring matrix. The ATAP PM verifies scores and information on all applications, compiles data, and prepares an order of merit list (OML).

b. The ATAP PM briefs the Army DACM on the results of the OML. The Army DACM approves applicants for participation in the program based on the OML and availability of funds. The DACM is the final approval authority of the OML.

c. The ATAP PM notifies applicants of approved results via email and provides a list of approved applicants to the OAPs and ACMAs. Applicants not approved to participate in the program may contact the ATAP PM for general information on why their application was disapproved.

#### 11. Acceptance.

a. Approved applicants must respond, no later than the suspense date in the email, of their decision whether to participate in the program. Failure to respond by the suspense date means the applicant declines their selection into the program.

b. Approved applicants must notify their first and second level supervisors of their selection to participate in the program and inform the supervisors about their decision whether, or not, to participate in the program.

c. Participants must read and familiarize themselves with the DACM Office ATAP Policy and any documents provided to them in the follow-up email from the ATAP PM. They must provide copies of these documents to their supervisors. Participants and their supervisors should direct all questions to the ATAP PM.

#### 12. Funding.

a. ATAP is centrally funded by the DACM Office. Funding required above the established funding limit is the responsibility of each participant and/or their organization. The DACM Office will not pay for any expenses incurred by the participant or another organization outside of tuition, laboratory fees and technology fees.

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b. The Army DACM Office maintains flexibility to reduce or increase funding limits, based on availability of funds. As resources permit, educational related expenses outlined below will be funded using a SF182 in accordance with established ATAP guidance provided to each participant at the start of their participation in the program.

1) Funding limits for master's level courses will not exceed \$2,500 per course and \$12,500 per FY. The per course and FY limitation applies to all ATAP participants, regardless of the number of credit hours per course or the number of courses taken. Technical, business or acquisition related semester/quarter hours at the master's level will adhere to these funding limits.

2) Funding limits for courses towards bachelor's level courses will not exceed \$2,000 per course and \$10,000 per FY. The per course and FY limitation apply to all participants, regardless of the number of credit hours per course or the number of courses taken. Technical, business or acquisition related semester/quarter hours at the bachelor's level will adhere to these funding limits.

3) Funding limits for individual courses that are not towards a degree (i.e., masters, bachelors, declared major) will not exceed the above funding limits. For individual courses at the master's level, the funding limit will not exceed \$2,500 per course and \$12,500 per FY. For individual courses at the bachelor's level courses, the funding limit will not exceed \$2,000 per course and \$10,000 per FY. The per course and FY limitation apply to all participants, regardless of the number of credit hours per course or the number of courses taken. Technical, business or acquisition related semester/quarter hours at the individual coursed not toward a degree (i.e., declared major) level will adhere to these funding limits.

4) Laboratory and technology fees required for course completion will be considered as part of the cost of tuition and count towards the total FY funding limits. Registration fees, course fees, parking costs, travel expenses, entrance exams, graduation fees, travel expenses, facility fees, the cost of books, materials, and all other miscellaneous expenses are not approved for ATAP funding. ATAP will not fund non-acquisition, non-technical, or non-business-related courses (such as Psychology 101), even if the course is required for degree completion.

5) Funding is limited to one educational goal at a time.

(a) ATAP will fund a bachelor's degree for AAW professionals whose existing bachelor's degree is not in a technical, acquisition, or business-related program of study. If they already have a bachelor's degree in a technical, acquisition, or business-related program of study, they are not eligible to apply for a bachelor's degree.

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(b) ATAP may be used to fund a first or second master's degree in a technical, acquisition or business-related program of study.

6) ATAP will not fund professional degrees (i.e. PhDs, MDs, or JDs), certificate programs or dual majors. ATAP will not be used to fund courses towards a degree for which there is already an existing Army or DACM Office education or training opportunity (for example, the DACM Office's Naval Postgraduate School (NPS) programs).

7) Participants are not allowed to split funding for any course (i.e. cannot use one government source to fund part of a course and then use ATAP to fund the other portion of the same course). Only one government source may be used for each course. For example, NCOs can use ATAP to fully fund (within the funding limits) a course. They can use their military tuition assistance to fund another course; however, it is recommended that NCOs initially use and exhaust their military tuition assistance (TA) first before using ATAP funding, because of timing constraints (military TA must be used by the end of the fiscal year).

8) Participants are expected to exhaust all funds allocated to them for each FY. Participants must notify the ATAP PM immediately if allocated funds for the current FY will not be exhausted. If additional funds are needed, the participant may submit a request for additional funds to the ATAP PM via email. They must provide a justification for the additional funds as part of their request. The ATAP PM will review the budget and determine whether the request for additional funding can be accommodated.

9) Any SF182 submitted after the course start date will be returned without action. The participant, or the participant's organization, will be responsible for providing funding. Participants will receive an auto-generated email when the funded SF182 is ready for retrieval from AAPDS. Each participant is required to provide a copy of the funded SF182 to their university or college bursar office point of contact to initiate the billing process in accordance with the billing instructions in Section C6 (Billing Instructions) of each SF182. More information on the billing process can be found in paragraph 16.b below.

10) Participants must add approved substitutes to their IDP and select ATAP as the funding source. Failure to provide appropriate substitutes, notify the ATAP PM, or secure ATAP funding prior to the course start date may result in insufficient or no funds for a course.

11) The tuition on each SF182 affects the amount deducted from the allocated funds. The amount on the invoice cannot exceed the amount on the SF182.

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#### 13. Lapse in Funding.

a. ATAP is a FY funded program. Availability of funding is dependent upon an approved Federal Government budget, Continuing Resolution, and release of monies from the Office of Management and Budget.

b. Participants must have a funded SF182 prior to the start of all courses. In cases where there is a lapse in funding and the Army DACM Office has not received any money from the Office of Management and Budget (OMB), participants must follow one of the actions below:

1) Wait to see if they will receive a funded SF182 prior to the original course start date and immediately provide a copy to the funded SF182 to their school.

2) Take courses as originally scheduled (without a funded SF182) and fund it themselves. However, the Army DACM Office will NOT reimburse participants for any expenses incurred.

3) Reschedule courses for a later date when the Army DACM Office has received funding from OMB. New beginning and ending course dates must match the beginning and ending course dates established by the school.

#### 14. Billing Procedures.

a. Payments are electronically transferred to the college or university when the school submits proper documentation, in accordance with billing instructions in Section C6 of each SF182. Vendors must comply with established ATAP billing instructions to participate in the program.

b. The school must submit a separate invoice per course per student. Each invoice must show the invoice date, invoice number, student's name, course title/number, school's cage code, exact tuition amount (not to exceed established ATAP funding limits), and applicable laboratory and technology fees. No alternative methods of initiating the billing process are allowed.

#### 15. Defense Acquisition University (DAU) Courses.

a. Academic Failures. AAW civilians and NCOs who academically fail a DAU instructor-led training (ILT) or virtual instructor-led training (VILT) course required for DAWIA certification in their current position, will not be eligible to apply for ATAP. They will remain ineligible to apply for ATAP until they successfully meet their DAWIA certification requirements. See reference 1.b for more information.

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b. No-Shows. AAW civilians or NCOs who are enrolled in a DAU ILT or VILT course (regardless if the course is required for certification or not) and fail to show up for the class, will be considered as a “no-show” by the Army DACM Office and DAU. The DACM Office takes this “no-show” status seriously because it can negatively impact the Army’s future seat allocation for these courses. Therefore, DAU “no-show” AAW civilians and NCOs will be ineligible to apply to ATAP for a period of one year starting on the last day of the scheduled ILT or VILT course for which they failed to appear. See reference 1.b for more information.

#### 16. Inactive Status in Program.

a. Participants are in an inactive status within ATAP, pending correction of workforce status, if they no longer meet the DAWIA certification level required for their current position due to a promotion or a lateral move to a different acquisition Functional Area.

b. Participants who, through reorganization or reassignment or are converted to a non-acquisition coded position, will be made inactive in the program.

c. Participants will remain in an inactive status until DCPDS or their ACRB reflect appropriate eligibility requirements to participate in the program. Eligibility must be reflected on the ACRB or in DCPDS prior to the next scheduled course to receive funding. Participants who do not meet eligibility requirements will no longer receive Army DACM Office funding and will be removed from the program.

d. Courses with funded SF182s and courses that are in session prior to the inactive status will not be affected by funding. Funded SF182s for courses with a start date that begins after the inactive status will be cancelled. Participants may generate SF182s for funding only after eligibility has been reestablished. The start date on each SF182 must not have expired.

#### 17. Removal from the Program.

a. Participants not attending scheduled courses for a period of one term (without prior coordination with the ATAP PM) may be removed from the program and can reapply after one year, starting from the date of removal. The ATAP PM will review attendance on a quarterly basis. Due to funding constraints, there is no guarantee that ATAP funds will be available at the time of application.

b. Participants who receive three grades below the standard (an “incomplete” grade or a grade below a “B” in a graduate level course, or below a “C” in an undergraduate level course or an individual course), three withdrawals, three incompletes, or a

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combination totaling three of the above, will automatically be removed from the program. Participants will be restricted from reapplying to ATAP for one year, starting from the date of their removal from the program.

c. Failure to provide grades within two weeks of course completion may result in loss of future funding and/or removal from the program with a one-year restriction before reapplying. On a monthly basis, the ATAP PM will send participants a reminder email of this requirement.

#### 18. Repayment to the Federal Government.

a. All repayments to the Federal Government will be made by money order, or personal, certified or cashier's check. The method of payment must be payable to the U.S. Treasury and mailed to: U.S. Army Acquisition Support Center (Army DACM Office), ATTN: Army ATAP Program Manager, 9900 Belvoir Road, Building 201, Suite 101, Fort Belvoir, VA 22060-5567.

b. Repayment does not apply in unusual circumstances, such as serious illness, death of the participant or involuntary separation of the participant from the DoD due to no fault of their own. However, notification must still be provided to the ATAP PM for review and record.

c. Repayments related to academic failure must be paid in full, or financial arrangements must be made with the ATAP PM, within 30 days of notification for reimbursement. Failure to adhere to the financial arrangements will result in removal from the program. The ATAP PM will notify the participant's supervisor regarding the balance the employee owes to the Federal Government.

d. Repayments due to non-fulfillment of the CSA will be reduced pro rata based on the percentage of obligated service already completed. However, the balance owed is required prior to departure from the DoD.

e. Reasons for Repayment to the Federal Government include but are not limited to.

1) An "incomplete" grade in any course.

2) A grade below a "B" in graduate level courses.

3) A grade below a "C" in undergraduate level courses including individual courses not towards a degree.

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4) Withdrawal or dropped courses outside of the add/drop period established by the school and expenses have been incurred.

5) Voluntarily leaving the DoD prior to completing the period of obligation service.

6) Resigning or retiring from the DoD prior to completing the period of obligated service.

19. For questions about this policy, please contact the DACM Policy Mailbox at [usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil](mailto:usarmy.belvoir.usaasc.mbx.dacm-policies@army.mil).

RONALD R. RICHARDSON, JR.  
Director  
Acquisition Career Management



# ARMY ACQUISITION TUITION ASSISTANCE PROGRAM (ATAP) POLICY

## SUMMARY OF CHANGES

PARA	SIGNIFICANT CHANGES FROM PREVIOUS ATAP POLICY, 22 June 2022
1	References: Updated the list of references
5.b(7)	Responsibilities (ATAP Program Manager (PM)): Added sentence that the ATAP PM compiles the application data, develops the Order of Merit List (OML), briefs the DACM on results from the announcement, and obtains DACM approval of OML.
5.b (10)	Responsibilities (ATAP PM): Added sentence that ATAP PM tracks the progress of each ATAP participant by ensuring minimum grade requirements in each class ("B" graduate level or "C" undergraduate level and individual courses) are maintained using unofficial copies of the participant's academic transcripts.
5.b (11)	Responsibilities (ATAP PM): Added sentence that ATAP reviews submitted Standard Form 182 (SF182) (Authorization, Agreement and Certification of Training) for accuracy and approval for funding.
5.b (12)	Responsibilities (ATAP PM): Added sentence that ATAP PM forwards submitted SF182s to USAASC G-8 to apply funding cite.
5.b (13)	Responsibilities (ATAP PM): Added sentence that the ATAP PM reviews the accuracy of invoices and initiates the billing process on ATAP funded courses for each ATAP participant.
5.b (14)	Responsibilities (ATAP PM): Added sentence that the ATAP PM submits copies of invoices and SF182s to USAASC G-8 to initiate the next step of the billing process using the current billing system.
5.b (15)	Responsibilities (ATAP PM): Added sentence that the ATAP PM updates funded SF182 spreadsheet with the purchase order and purchase request numbers.
5.b (16)	Responsibilities (ATAP PM): Added sentence that the ATAP PM monitors and requests for outstanding invoices and grades on each ATAP participant.
5.c (3)	Responsibilities (USAASC G-8): Added sentence that USAASC G8 provides Miscellaneous Pay Order numbers to the ATAP Program Manager.
5.d (1)	Responsibilities (Participant's Organization/Supervisor): Added sentence that the participant's organization/supervisor familiarizes themselves with the ATAP Policy.
5.d (2)	Responsibilities (Participant's Organization/Supervisor): Added sentence that the ATAP participant's organization/supervisor ensures courses funded by ATAP are correctly included on each employee's Individual Development Plan (IDP) within CAPPMS, in accordance with specific instructions from the posted program announcement.
5.e (4)	Responsibilities (ATAP Participant): Added sentence that ATAP participants ensure all appropriate courses for ATAP funding are

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	annotated in the planned/education section of the employee's Individual Development Plan (IDP).
5.e (5)	ATAP Participant: Added sentence that ATAP participants ensure each course for ATAP funding generates from the IDP into CAPPMS/AAPDS/Student Module.
7.b	Educational Institutions: Clarified the other modes of learning.
7.c.	Educational Institutions. Added sentences that states College-Level Examination Program and Defense Activity for Nontraditional Education Support (CLEP/DANTES) will also be funded by ATAP. Participants may be required to provide documentation of actual course requirements if the legitimacy of a course is questioned.
7.d	Educational Institutions. Added sentence that states participants may not change their program of study or educational institution after approval to participate in ATAP.
8.d	Application Process: Added sentence stating the first level supervisor must evaluate the application and click the "submit" button to route the application to the second level supervisor.
8.e	Application Process. Added sentence stating the first level supervisor has the capability within AAPDS to change an unavailable second level supervisor to a supervisor who is available to keep the application moving through the application process. This capability is available only to the first level supervisor.
8.f	Application Process: Added sentence stating the application will route to the ATAP PM only after the second level supervisor acts on the application in AAPDS. Both supervisors must approve the application for the application to go forward for consideration of funding.
8.g.	Application Process. Added sentence stating the ATAP PM will review and approve completed applications for consideration of funding. An application is completed when the applicant has submitted it in accordance with the instructions detailed in the current announcement and after both first and second level supervisors approved the application in CAPPMS/AAPDS.
9	Continued Service Agreement: Added paragraphs detailing service agreements.
10.b.	Selection Process: Added sentence stating that the ATAP PM briefs the Army DACM on the results of the OML. The Army DACM approves applicants for participation in the program based on the OML and availability of funds. DACM is the final approval authority of the OML.
10.c.	Selection Process: Revised this subparagraph to read "The ATAP PM notifies applicants of approved results via email and provides a list of approved applicants to the OAPs and ACMAs. Applicants not approved

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	to participate in the program may contact the ATAP PM for general information on why their application was disapproved.”
11.a	Acceptance. Added a sentence that states failure to respond no later than the suspense date means the applicant declines their selection into the program.
13	Lapse in Funding: Added lapse in funding details and process.
14	Billing Procedures. Added billing procedures.
16.d	Inactive Status in Program: Modified this sub-paragraph to read “Courses with funded SF182s and courses that are in session prior to the inactive status will not be affected by funding. Funded SF182s for courses with a start date that begins after the inactive status will be cancelled. Participants may generate SF182s for funding only after eligibility has been reestablished. The start date on each SF182 must not have expired.”
17.c	Repayment to the Federal Government: Clarified sentence to read repayments due to non-fulfillment of the service agreement will be reduced on pro rata basis for the percentage of completion of the period of obligated service. However, the balance owed is required prior to departure from the DoD.
18.c	Repayment to the Federal Government: Modified this sub-paragraph to read “Repayments related to academic failure must be paid in full, or financial arrangements must be made with the ATAP PM, within 30 days of notification for reimbursement. Failure to adhere to the financial arrangements will result in removal from the program. The ATAP PM will notify the participant’s supervisor regarding the balance the employee owes to the Federal Government.”